Wanapum Heritage Center Repository
EMERGENCY RESPONSE PLAN

Locations for Water, Electrical shut off

Repository: Not Applicable- Water and Electrical shut off controlled by Wanapum Dam Operators

Key Locations:

Repository Key: Angela Neller

Emergency Phone Numbers
Staff—See attached List

Disaster Alert

If there is advance warning of a disaster:

1. Provide assistance for staff, volunteers, elders and visitors first
2. Move or secure vial records/high priority items if this can be done safely
3. Take lists of staff, institutional/public officials, insurance and financial data, inventory, supplies, and emergency plan.
4. Appoint a staff contact to give instructions on returning to work

Safety First

1. Remain calm, reassuring. Alert Staff to potential hazards
2. Look for loose or downed power lines. Avoid area. Report problems to local utility.
3. Look for electrical system damage: sparks, broken/frayed wires, small of burning insulation. Turn off electricity at main switch if you can without risk
4. Shut off water
5. Do not reenter the building until declared safe by security or emergency management officials.

Off Site

1. Gather staff off-site to assign tasks and review salvage priorities. Create a Team big enough for the work.
2. Establish a "Command Center" with office equipment (computers, photocopier and communication tools (walkie-talkies, cell phones).
3. Notify emergency officials of the extent of damage. Contact peer institutions of professional groups for help.
4. Appoint a media liaison to report conditions and need for help/volunteers. Limit access to collections.

5. Verify financial resources: amount and terms of insurance, government Assistance, potential outside funding.
6. Contact service providers for generator, freezer, drying or freeze drying services and refrigerated trucking.
7. Arrange for repairs to security system.

Stabilizing the Building and Environment

1. Some building contents may be contaminated. Do not enter without current tetanus shots, protective gloves/clothing, hard had and NIOSH-approved respiratory mask
2. Identify and repair structural hazards. Brace shelves, Remove debris from floor.
3. Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70 degrees F/45% RH.
4. If warm outside, use coldest air conditioning setting; cover broken windows with plastic.
5. In cool, low humidity weather, open windows, use circulating fans. If mold is already present, do not circulate air.
6. Do not turn on heat unless required or human comfort
7. Remove standing water and empty items containing water; remove wet carpets and furnishing.
8. If everything is soaked, use commercial dehumidification.
9. Purchase needed supplies.

Documentation

1. Once it is safe to enter the building, make a preliminary tour of all affected areas. Wear protective clothing.
2. Do not move objects or collections without documenting their condition.
3. Use a digital camera or video camera to record conditions of collections and structure. Make sure images clearly record damage. Supplement with better quality photos when necessary.
4. Make notes and voice recordings to accompany photographs.
5. Assign staff to keep written records of contacts with insurance agents and other investigators, and staff decisions on retrieval and salvage.
6. Make visual, written and voice records for each step of salvage procedures.

Retrieval and Protection

1. Leave undamaged items in place if the environment is stable and area secure. If not, move them to a secure, environmentally controlled area.
2. If no part of the building is dry, protect all objects with loose plastic sheeting
3. When moving collections, give priority to undamaged items and those on loan. Separate undamaged from damaged items
4. Until salvage begins, maintain each group in the same condition you found it; i.e., keep wet items wet, dry items dry, and damp items damp.
5. Retrieve all pieces of broken objects and label them.

6. Check items daily for mold. If mold is found, handle objects with extreme care and isolate them.

Damage Assessment

1. Notify insurance representative or risk manager; You may need an on-site evaluation before taking action.
2. Make a rough estimate of the type of materials affected and the extent and nature of damage. A detailed evaluation can slow recovery now.
3. Look for threats to worker safety or collections. Determine status of security systems.
4. Look for evidence of mold. Note how long the materials have been wet and the current inside temperature and relative humidity.

Salvage Priorities

1. Establish salvage priorities by groups of materials, not item by item.
2. Focus first protections efforts and salvage work on:
    a. Vital institutional information: employee and accounting records, accession lists, shelf lists and database backups.
    b. Items on loan from individuals or other institutions.
    c. Collections that most directly support the institution's mission
    d. Collections that are unique, most used, most vital for research, most representative of subject areas, least replaceable or most valuable
    e. Items most prone to continued damage if untreated
    f. Materials most likely to be successfully salvaged.

Guide to Emergency Supplies and Equipment

This section suggests the types of supplies and equipment that may be needed to cope with a natural disaster or other event that causes damage to the Repository or to its contents. The Repository will not need to stock the full range of supplies and equipment listed here. We should acquire only those items that are likely to be of benefit depending on the kinds of emergencies and types of damage that have been anticipated. On the other hand, this list does not pretend to be all-inclusive. Almost certainly, the staff will find during the planning process that they expect to need items that have not been listed. This list is intended only as a guide.

Items listed here do not necessarily have to be stockpiled exclusively for use in an emergency. Some of these items will be found in the repository as a matter of course. They may be diverted for use in cleanup and repair operations as needed. Precautions must be taken to ensure that stockpiled emergency supplies and equipment are not pilfered or used for day-to- day operations.

Remember that some items (such as dry cell batteries) have a limited shelf life. Plan on replacing such items periodically so that fresh stock is always on hand in the stockpile. Include operating manuals or instructions with items of mechanical and electrical

equipment in case someone not experienced with their operation is required to use them in an emergency.

The below listed items marked by an asterisk (*) are considered the most critical to have on hand in response to a fire or to other disaster events that may result in water damage.

Supplies and Equipment for Debris Removal and Cleanup

Low sudsing detergents
Bleaches
*Sanitizers
Fungicides, insecticides, and rodenticides
*Disinfectants
Ammonia
Scouring powders or other cleaners
*Rubber gloves
Brooms & dust-pans
*Mops, mop buckets, and wringers
Scoops and shovels
*Scrub brushes
Sponges and rags or cloths
Buckets
Squeegees
Wash tubs or clean garbage cans
Water hoses and nozzles
Wet/dry vacuum with accessories

Tools and Equipment for Demolition, Repairs, and Rescues

Hammers (both claw and machinists)
Wrenches (pipe, channel lock, and Vise Grips in various sizes)
Pliers (adjustable, lineman's and needle nose in various sizes)
Screwdrivers (straight blade and Phillips in various sizes)
Special tools for tamper-resistant screws and bolts (if needed)
Wood saws
Metal saws with spare blades
Utility knives with spare blades
Wire cutters with insulated handles
Tin snip
Pip cutter and threader
Bolt cutter Hand drill with bits
Pry bar or crowbar (possibly small and large sizes
Axes, including fireman's axe
Ropes
*Dollies or handcarts
Folding rulers or retractable tape measures, 8' minimum

3-ton hydraulic jack
Staple gun and staples
Ladders and stools

Construction Materials

*Plywood for covering or replacing broken windows
*Dimensional lumber for temporary framing
*Nails, screws, bolts, nuts, and assorted fasteners
*Tapes of various kinds (masking duct, electrician's, etc)
Glue
Twine and small rope or cord
*Plastic sheeting for protection against leaks and splashes
Binding wire

Personal Equipment and Supplies

Some of these items may be provided by the individual employees and volunteers who are to use them:

Necessary protective clothing
Rubber boots or waders
Hard Hats
Rubber lab aprons
Protective masks and goggles or safety glasses
First aid kits and medical supplies

Miscellaneous Supplies

Boxes for packing and moving artifacts, records, books, and equipment
Box sealing and strapping tapes
Tissue paper, clean newsprint, plastic bubble wrap and other such materials
Marking pens

Miscellaneous Equipment

Fans
Space Heaters
Portable dehumidifiers
Hygrometers-psycrometers
Photographic equipment (35 mm camera, lenses, accessories, flash, film, spare batteries or digital cameras or disposable 35 mm camera)
Essential office equipment
Essential stationery

Conservation Supplies and Equipment

Polyester (Mylar) and polyethylene film
Newsprint (unprinted in sheets or rolls)
Plastic garbage bags and ties
Thymol
Ethanol
Acetone
Industrial denatured alcohol
White blotting paper
Silicone release paper or wax paper
Various sized of thick glass, plexi-glass or smooth Masonite
Weights, such as leather shot bags
Japanese Tissue
Towels or clean rags
Clothes pins, preferable plastic
Scissors, large and small sizes
Utility or box knives
WD 40